

# *Cuyahoga Valley National Park Volunteer Program*

## *Building a Community of Park Stewards*



## **Cuyahoga Valley National Park Internship Opportunity**

<b>Position Title:</b>	<b>Law Enforcement Legal Assistant</b>
<b>Dates of Internship:</b>	May 18 - August 21
<b>Hours:</b>	20-40 (Flexible) during the work hours of 8:30 am to 5:00 pm, Monday - Friday. Some weekends, evenings, and holidays may be required.
<b>Location:</b>	Coonrad Ranger Station, 15610 Vaughn Road, Brecksville, Ohio 44141
<b>Duties:</b>	Assist the Law Enforcement Specialist and Field Operations Supervisor with writing an updated memorandum of understandings and a park jurisdictional compendium for Visitor and Resource Protection.
<b>Skills Required:</b>	Applicants need to possess high organizational and structural skills with experiences. Knowledge and understanding on how to research and reference case law and federal and state legal documents. Proficient with investigating the facts of the case, conduct research on relevant laws, regulations, and legal articles. Capability to organize and maintain documents in a paper or electronic filing systems and draft correspondence and legal documents. Proficient with using computers and Microsoft based software programs. Ability to be self-motivated, detail-oriented, ability to prioritize and meet deadlines, organization, and to work independently with an energetic and professional attitude and an appreciation for the environment.
	Majors Preferred: Paralegals, Legal Assistants, or Law School Students
<b>Requirements:</b>	Applicants must complete a National Park Service Volunteer-in-Parks Agreement and may be subject to a background investigation. U.S. citizenship, valid driver's license, and reliable transportation required.
<b>Salary/Benefits:</b>	No stipend is available. Student may obtain internship credit with university upon approval of academic advisor. Interns are eligible for injury compensation and tort claims the same as federal employees and are considered to be federal employees for those purposes only.
<b>Outcomes:</b>	Publish an updated Cuyahoga Valley National Park jurisdictional compendium and memorandum of understandings with Cleveland Metroparks and Summit County Metroparks.
<b>How to Apply:</b>	Send résumé and cover letter to <a href="mailto:apply@forcvnp.org">apply@forcvnp.org</a> with the position title as subject line.

